

Distinctly Helena Uniquely Downtown

Position Description for Downtown Helena Inc. and the Helena Business Improvement District

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| Job Title: | Events Coordinator |
| Reports to: | Executive Director |
| Salary: | \$18/\$20 hr.; non-exempt; hours fluctuate dependent on event season – 35-40 hrs. |
| Benefits: | Downtown Parking Pass, Phone Stipend, health, dental, vision, retirement, paid holidays, PTO |
| Hours: | Front line coverage once a week, evening and weekends as needed |

Position Summary: Under the general direction of the Executive Director, the Events Coordinator is accountable for the planning and execution of several Downtown Helena events. This includes volunteer recruitment and working with the maintenance coordinator to assure staffing and supplies is adequate for event execution. He/She will supervise event staff.

Duties and Responsibilities:

- Coordinate and oversee development, planning, and implementation of all events:
 - Alive at Five (summer)
 - Parade of Lights (November)
 - Art Walks (Spring and Fall)
 - Kids' Fall Fest (October)
 - Trick or Treat (Halloween)
 - Small Business Saturday (November)
 - Breakfast with Santa (Nov./Dec.)
 - Roll & Stroll (May)
- Operate small machinery
- Downtown Ambassador
- Do You Know newsletter
- Create Posters for events
- Front Line
 - Assist with all program reservations including selling Downtown gift cards
- Organizational communication management
 - In the Know membership newsletter the third week of the month
 - Create and distribute press releases
- Website and social media posts
- Salesmanship

Required Qualifications (knowledge, skills, and abilities)

- Professional sales experience (sponsorships)
- Positive attitude and community service orientation
- Excellent oral and written communication skills
- Must be willing to work outside, climb ladders, work with paint, tend to flora
- Proven ability to work independently and with teams
- Attention to detail
- Ability to prioritize and meet multiple deadlines
- Excellent interpersonal skills to establish and maintain effective working relationships with a variety of individuals
- Application must possess a valid Montana driver's license
- Applicant must possess a desire and motivation to learn and be intricately involved in the Helena community

To apply, please submit a CV, cover letter, and respond to the required qualifications listed in this job description. For questions, contact Micky Zurcher at 406-447-1535 or mzurcher@helenabid.com. Send your application via email or to Micky Zurcher, 318 Fuller Ave, Helena, MT 59601.